

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -
Management Operations Fusion Center

SALARY GROUP: B19

DEPARTMENT: Management Operations Fusion Center

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 04/01/2016

POSITION #: 033333

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates fusion center program activities; develops and recommends program guidelines, policies, procedures, rules, and regulations; conducts reviews to determine compliance with policies and procedures; and prepares and reviews reports on the effectiveness of program activities.
- B. Conducts comprehensive studies, assessments, and special investigations; analyzes information and intelligence and prepares reports of findings and recommendations; and prepares administrative reports, studies, and specialized research projects.
- C. Assists in managing the Texas Anti-Gang Information Tracking system; assists in collecting, compiling, and analyzing data; makes calculations; and prepares and disseminates intelligence and assessment reports.
- D. Develops and administers technical programs; and provides training and technical assistance regarding internal operations, information, and intelligence.
- E. Works with agency staff to determine trends and resolve technical problems; and serves as liaison with agency divisions and departments, law enforcement, and other governmental agencies.
- F. Responds to emergencies to include escapes, disturbances, and hostage situations.
- G. Assigns and supervises the work of others; and confers with program staff on program issues and problems to identify and implement solutions.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice, program administration, or public administration experience.
3. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of public administration and management techniques.
2. Knowledge of principles, methods, and techniques of program development and administration.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of standard security practices and procedures for correctional confinement facilities preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to analyze, evaluate, and summarize program activities and develop recommendations for improvement.

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11. Skill to develop and administer technical programs.
12. Skill to review technical data and prepare technical reports.
13. Skill in public address.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to prepare and maintain accurate records, files, and reports.
16. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.